



# FEMA

# Fact Sheet

## HSPD-12 REQUIREMENTS FOR CONTRACTORS (Unclassified)

Contractor employees working on any FEMA contract that requires unescorted access to FEMA owned or controlled facilities; access to FEMA information technology (IT) systems and systems' data; access to sensitive information; or access to disaster victim information must meet HSPD-12 requirements. For some positions, FEMA will require a background investigation at the same level as the FEMA Federal employee in the same or similar position.

**A. All new contractor employees must have a current background investigation conducted by FEMA or by another Federal agency where the employee previously worked.** The Personnel Security Branch requires the contractor's full name, DOB, and full SSN in order to confirm the current investigation submitted to Personnel Security on a Visit Authorization Request/Letter.

- Prior investigation must be current, available, and at the requisite level.
- There can not be a break in Federal service or assignment on a Federal contract in excess of two year.
- Reciprocity will be used whenever possible.
- If no prior investigation is available, the contract applicant requires an FBI fingerprint check conducted by FEMA Personnel Security, or approved location and determination of the appropriate type of background investigation (described in B.)

**B. Type of Background Investigation Required for Public Trust level positions.**

- Low Risk – Short term, less than 180 days requires a favorably adjudicated FBI fingerprint check and Credit Check by the FEMA Personnel Security Branch.
- Moderate Risk – For period of work on a FEMA contract for longer than 180 days requires a MBI and Credit or higher level of investigation. Employee may begin work after a favorable FBI fingerprint, Credit check and review of the SF 85P.
- High Risk – For work on a FEMA contract for any period of time in the following list of positions requires a BI or higher level of investigation.

### List of Common High Risk Positions

Accountable Property Officer  
Accountant  
Accounting Officer  
Attorney  
Branch Chief  
Budget Analyst  
Budget Officer  
Certifying Technician/Officer  
Computer Specialist/Officer

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Contracting Officer  
Contracting Specialist  
Contracting Officer Technical Representative (COTR)  
DISC Manager  
Finance/Admin Branch Chief  
Financial Management Specialist  
Funds Control Technician  
Information Technology (IT) Specialist  
Logistics Management Specialist  
Logistics Specialist  
Logistics/IT Branch Chief  
Manager, Chief Financial Officer (CFO) Field Support Teams  
Network Technician/Specialist  
Section Chief  
Security Specialist (Physical, Personnel)  
Senior Computer Specialist  
Supervisory Logistics Management Specialist  
Traffic Management Specialist  
Any Public Trust position with a Government purchase card limit over \$5,000.00

**C. Contractor employees requiring access to classified information are processed for contract assignment through the Personnel Security Branch.**

Questions may be directed to the Personnel Security Branch Customer Service Office at (202)646-3790

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*"FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards."*

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